

# **EL AGUILA RURAL TRANSPORTATION PROGRAM**

## **Job Vacancy Posting**

**JOB TITLE: DRIVER**

**JOB SUMMARY:**

- Drives transportation vehicles on assigned fixed routes
- Responsible for the cleanliness of assigned vehicle and having that vehicle properly serviced at each fill up.
- Responsible for maintaining complete vehicle reports (pre and post inspection reports and mileage records).
- Maintain a neat appearance and must be courteous to all clients.
- Is expected to maintain a professional relationship with all clients at all times.
- Reports all traffic violations and client complaints immediately.
- Must keep a record of daily mileage and gas consumption.
- Perform other duties as assigned by supervisor.
- Work on demand response route when the need arises.

**QUALIFICATIONS:**

- High School or Equivalent.
- Must have at least two years driving experience
- Must possess a valid CDL Texas Driver License and Passenger Endorsement.
- Must pass pre employment Drug and Alcohol test, and Random testing during employment with Webb County.

**SALARY: \$9.00/hr.**

**CLOSING DATE: As soon as position is filled**

**Applications are available at El Aguila Rural Transportation Program  
4801 Daugherty Ave.  
Laredo, Texas 78041  
Monday – Friday (8:00 a.m. – 5:00 p.m.)**

**You may also call (956)722-6100 for more information. Webb County is an Equal Employment Opportunity (EEOC) Employer**

## **EL AGUILA RURAL TRANSPORTATION PROGRAM**

### **Job Description Driver**

#### **Description:**

Driver is responsible for transporting clients daily, within urban and rural areas of Webb County.

#### **Supervision:**

Directly supervised by the Transportation Director

#### **Typical Physical Demands:**

May require to move up to 50 pounds without any problems. Applicant must be in good health condition, and work in different types of climates, indoor and outdoors.

#### **Essential Functions:**

1. **Drives transportation vehicles on assigned fixed routes**
2. **Responsible for the cleanliness of assigned vehicle and having that vehicle properly serviced at each fill up.**
3. **Responsible for maintaining complete vehicle reports (pre and post inspection reports and mileage records).**
4. **Maintain a neat appearance and must be courteous to all clients.**
5. **Is expected to maintain a professional relationship with all clients at all times.**
6. **Reports all traffic violations and client complaints immediately.**
7. **Must keep a record of daily mileage and gas consumption.**
8. **Perform other duties as assigned by supervisor.**
9. **Work on demand response route when the need arises.**

#### **Secondary Functions:**

1. **Performs other job-related duties assigned by Supervisor.**

#### **Minimal Qualifications Required:**

1. **High School or Equivalent.**
2. **Must have at least two years driving experience**
3. **Must possess a valid CDL Texas Driver License and Passenger Endorsement.**
4. **Must pass pre employment Drug and Alcohol test, and Random testing during employment with Webb County.**

**Knowledge, Skills and Abilities:**

1. Must have knowledge of Webb County service areas
2. Able to work flexible schedule and follow standard program procedures.
3. Ability to have both written and verbal communication skills
4. Required to maintain all local, state and federal qualifications for the position on an annual basis, and capable of working irregular hours when necessary.
5. Must complete passenger assistance training.